

JOB TITLE: Facilities Team

DEPARTMENT: Maintenance

REPORTS TO: Director of Facilities

REVISION DATE: 02/18

JOB SUMMARY: The Facilities Team Member for Nazareth Evangelical Lutheran Church will be committed to serving Christ by serving others. Responsible for set- ups, general cleaning and maintenance of the facility while working independently. Adheres to Nazareth Lutheran Church's performance expectations and performs all defined services and other related duties in accordance with the mission, vision and values of the church.

PREREQUISITE QUALIFICATIONS:

A. Education: High School Graduate

B. Experience:

- No prior experience required

C. Skills, Knowledge, and Abilities:

- Ability to work independently.
- Must display professional image.
- Ability to be sensitive to member needs.
- Ability to learn on the job and willingness to learn new skills.
- Ability to coach others.

D. Physical Demands:

- Frequent walking, moderate squatting, kneeling, twisting and bending.
- Frequent deviation of wrist and shoulder, moderate pinching, moderate gross dexterity.
- Requires clear near and far vision and accurate depth perception.
- Frequent lifting/pushing and pulling of very heavy objects (as below).
- Requires setting-up 216 chairs, (weighing 22 lbs. each) 27 - 8 ft. tables (weighing 72 lbs. each) within 2.5 hours.
- Requires moving stacks of 8 chairs (weighing 176 lbs.)
- Requires moving a stack of 11 – 8ft. tables (weighing 842 lbs.)
- Frequent throwing garbage bags above shoulder height into dumpsters (up to 15 lbs.)
- Frequent both handedness.

E. Work Environment Hazards:

- Chemical penetration and blood borne pathogens hazard to eyes.
- Electrical hazard shock to head.
- Chemical and blood borne fluids to torso.
- Burns penetration.
- Chemical and blond borne pathogen hazard to hands, fumes, dust, particulates, bloody/body fluids and chemical hazard to respiratory.

F. Pre-Employment Physical

- This position will require a pre-employment physical. Periodic physicals may be required as deemed necessary.

DUTIES, TASK, RESPONSIBILITIES:

A. Removes trash.

- Empties, cleans, and relines all wastebaskets according to cleaning schedule.

B. Completes high dusting tasks.

- Dusts all ledges and objects shoulder height and above.

- C. Damp wipes furniture and equipment.
- Damp wipes all surfaces.
 - Spot cleans walls, baseboards and windows.
- D. Demonstrates proper restroom cleaning procedures.
- Replenishes all supplies.
 - Cleans sinks, mirrors, showers and fixtures.
 - Cleans and disinfects toilets.
- E. Inspects work and facilities.
- Self-inspects all work performed.
 - Notifies Supervisor of any defective equipment or repairs that are needed.
- F. Demonstrates proper hard floor care procedures.
- Evaluates job to determine appropriate procedure.
 - Dust mops all hard surfaces.
 - Damp mops all hard surfaces paying attention to corners and edges.
 - Changes soiled mop heads with appropriate frequency.
 - Shower scrubbing and/or stripping floors
 - Cleans baseboards.
 - Cleans kick plates on doors.
 - Applies sealer/finish application.
- G. Demonstrates proper carpet care procedures.
- Evaluates job to determine appropriate procedure.
 - Vacuums all carpeted areas.
 - Utilizes equipment appropriately.
- H. Completes special projects as assigned.
- Evaluates job to determine appropriate procedure.
 - Completes projects as requested.
 - Completes room set-ups and teardowns as scheduled and requested.
 - Performs outdoor groundskeeper duties as needed.
 - Will need to set up pew candles/candelabras before and remove after the wedding when requested.
 - Cleans the Worship Center after weddings to make sure the facility is ready for Sunday morning services.
 - Prior the wedding will check in with the Wedding Coordinator to make sure the set-up is correct and there are no changes needed to be done.
- I. Adheres to all safety policies and procedures.
- Maintains a safe working environment and practices safe working habits.
 - Will wear the proper harness and use the lanyard in accordance with OSHA requirements when changing lights in the Worship Center.
 - Knows and can demonstrate emergency procedures for fire disaster, tornado and other emergency situations.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Signed

Date

MISSION

Living together in God's amazing grace, we invite all people to know Christ, grow in Christ, and make Christ known.

VISION

"Getting Our Hands Dirty for the Cause of Christ!"

VALUES

